

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DCD06723053

DATE POSTED: 03/11/22

POSITION NO: 244683

CLOSING DATE: 03/31/2022 by 5pm

POSITION TITLE: Contract Compliance Officer

DEPARTMENT NAME / WORKSITE: Capital Projects Management Department / Window Rock, Arizona

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ64A</u>
WORK HOURS: <u>8:00am - 5:00 pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>45,226.08</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>21.03</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Responsible for administering and enforcement of compliance functions and activities pursuant to all applicable Navajo Nation, federal and state laws and regulations; review technical, legal and contract data, and reports for purposes of issuing, negotiating, or terminating Capital Project Construction. Under general supervision of Program Manager performs work of considerable difficulty in examining, investigating and evaluating contractual agreements to ensure compliance with the terms and conditions of contracts, established rules and regulations. Monitors and evaluates contracts, reports, records, public documents and other records to ensure compliance with program associated Navajo Nation, State, federal laws, standards and policies; provides technical assistance to private, tribal, state and federal entities on program related codes, laws, regulations and permits; conduct field visit inspections to monitor compliance. Coordinate with businesses, associates, superiors, attorneys, financial managers and elected officials in addressing technical, legal and financial matters, and work to resolve matters efficiently and effectively. ensures program policies and procedures are updated to comply with Navajo Nation Code and laws. Follow up on corrective action for non-compliance issues, prepare scheduled and compliance reports, coordinate with the Business Regulatory Office on compliance issues regarding all contracts and clearance signatures. Conduct and prepare technical research and reports. Serve as a resource person regarding interpretation of contract terms and conditions; maintain ethical, objective and professional demeanor to Infrastructure Construction records, files, reports and data at all times.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Business or a closely related field; and two (2) years contract administration experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of application of Navajo Nation Code, State, Federal laws and regulations governing programs; procurement and contracting policies, methods and business practices; general fund and cost accounting principles and practices; generally accepted office procedures, equipment, including computers, financial/office application software.

Skilled in interpreting labor laws, rules and regulations; operating computer, standard office software including word processing, database and spreadsheet files; research, gathering, consolidating, analyzing facts and drawing conclusions; research and preparing complex technical reports.

Ability to effectively and clearly communicate, orally and written; establish and maintain effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**